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PROVIDER BULLETIN

Number 01

<http://dmh.mo.gov/dd>

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SIS ASSESSMENT PROCESS

PROCESS FOR INDIVIDUALS WITHOUT A CURRENT SIS SCORE AT TIME OF RESIDENTIAL SERVICE INITIATION:

- 1) An individual who has no current SIS score is placed with a residential provider.
- 2) The provider contacts a statewide SIS trainer.
- 3) The SIS trainer will assign to SIS staff member who then has 90 days to complete the SIS if there are valid respondents, those being people who have known the individual for the past 90 days. If there are no valid respondents, the deadline for completion is then 180 days.
- 4) The default RAS will be a one (1) until the SIS is completed. The rate for these individuals will be adjusted retroactively once a RAS can be accurately assigned.

PROCESS FOR INDIVIDUALS NEARING THE THREE YEAR RE-EVALUATION DATE:

- 1) Four months before the three year anniversary (the due date), the statewide SIS trainer will send a list of the upcoming reassessments to the SIS interviewers.
- 2) SIS interviewers will contact the providers via mail or email with the list of upcoming reassessments, along with a schedule of where the interviewer will be available.
- 3) The provider will contact the SIS interviewer to set the specific appointment for the individual to be assessed.
- 4) The provider will notify the SC and will bring the individual and informants to the assessment.

PROCESS FOR INDIVIDUALS PAST THE DUE DATE FOR THE THREE YEAR RE-EVALUATION:

If the individual does not get the assessment completed in time due to an error or staff capacity issue on the part of DD, the provider will be held to no harm and the rate based on the newly evaluated RAS or the old rate, whichever is higher, will be the rate paid for the period between the date of assessment and the date when the assessment was to have occurred.

If the individual does not get the assessment completed in time due to an error on the part of the provider, the Regional Office will inform the provider, in writing, that the individual's rate will be placed at the one (1) level effective 30 days from the due date.

If the provider contacts the Regional Office to schedule a new assessment to take place in the period between the due date and 30 days from that date, the move to a rate of one (1) will not take place and the new rate will be made retroactive to the due date.

If the provider fails to contact the Regional Office within 30 days of the due date to schedule a new assessment, the Regional Office will change the paid rate to correspond with a score of one (1) on the date specified in the letter (due date +30).

If the provider fails to bring the individual to be assessed or fails to bring two valid respondents to the interview, the interview will not be conducted and the provider and SIS interviewer will be required to reschedule within 30 days. The provider will be held to no harm and the rate based on the newly evaluated RAS or the old rate, whichever is higher, will be the rate paid for the period between the date of assessment and the date when the assessment was to have occurred.